

Welfare-To-Work Data File Layouts

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September 2000

Welfare-to-Work Data File Layout

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Welfare-to-Work (WtW) Registration Form Data

The WtW Registration Form data should be submitted as an ASCII file. The file name will be LWRF_SDA_YYYYMM.xtr. The “SDA” is the acronym of the subgrantee; “YYYYMM” is the year and month being submitted, for example, “199603.”

Records must be vertical bar delimited fields. A WtW Registration logical record consists of one record with the wtw_app layout, followed by one record with the clnt layout, followed by a blank line. Attachment A contains a sample file in the proper format.

At the end of the wtw_app record, there should be four blank fields. At the end of the clnt record, there should be two blank fields. The load programs will use these fields. A field update indicator in the wtw_app record and the clnt record follows these blank fields. This field should be formatted with a “Y” if the record should be updated. If the field is not formatted with a “Y” and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

wtw_app table

Field Name	Field Description / Edits	Valid Codes	Length
wtw_app_num	Required Must be seven digits and cannot begin with a zero		7
ssn	Required Must be in format 999-99-9999 Must be valid SSN, no pseudo-SSN allowed		11
app_dt	Required Must be a valid date Must be <= current date. Must be in format MM/DD/YYYY		10
app_adrs	Must have either app_adrs or mail_adrs		30
app_city	If app_adrs is not blank, required.		30

Field Name	Field Description / Edits	Valid Codes	Length
app_st	If app_adrs is not blank, required Must be valid state		2
app_zip	If app_adrs is not blank, required Must be a valid zip code		5
app_zip_4	Optional		4
app_ph	Optional Must be in format 999-999-9999		12
mail_adrs	Must have either app_adrs or mail_adrs		30
mail_city	If mail_adrs is not blank, required		30
mail_st	If mail_adrs is not blank, required Must be valid state		2
mail_zip	If mail_adrs is not blank, required Must be a valid zip code		5
mail_zip_4	Optional		4
msg_ph	Optional. Must be in format 999-999-9999		12
geo_cd	Optional Must be a valid GEO code		6
app_age	Required for EWRF complete Must be numeric Must be >=14 Must = Application Date minus Birth Date		2
ctznshp	Required for EWRF complete. Must be valid citizenship code	1 US Citizen 2 Eligible Non-Citizen 3 Ineligible Non-Citizen	1
alien_docum	Optional		15
num_depdn	Required for EWRF complete Must be numeric and > 0		2
curr_rcv_tanf	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
tanf_case_num	Required for EWRF complete		11

Field Name	Field Description / Edits	Valid Codes	Length
tanf_30_above	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
within_tanf_limit	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
tanf_exhst_othelig	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
non_cust_parent	Required for EWRF complete. Must be 1-6	1 Yes, Cust.Parent Receiving TANF 2 Yes, Cust. Caretaker Receiving TANF 3 Yes, Minor Child Receiving TANF 4 Yes, Minor Child Rec. TANF in past 12 Months 5 Yes, Minor Child Elig for TANF or Recvg. Food Stamps. 6 Yes, Cust. Parent Recvg. TANF and Minor Child elig for TANF/other 9 NO	1
non_cust_status	Required for EWRF complete Must be 1-4	1 Unemployed 2 Underemployed 3 Difficulty Paying Child Support 4 No	1
window_elig	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
read_grade_lvl	Required for EWRF complete Valid reading grade is 00.0 through 16.9 or 88.0 or 99.0	00.0 through 16.9 Reading Grade 88.0 Refused testing/could not be tested 99.0 Four Year degree or above. No testing required.	4

Field Name	Field Description / Edits	Valid Codes	Length
math_grade_lvl	Required for EWRF complete Valid math grade is 00.0 through 16.9 or 88.0 or 99.0	00.0 through 16.9 Math Grade 88.0 Refused testing/could not be tested 99.0 Four Year degree or above. No testing required.	4
hi_grade_complt	Required for EWRF complete Must be < 19 If Reading Grade Level or Math Grade Level = 99, must be >= 16		2
wtw_school_drpout	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
recd_ged	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
wtw_educ_status	Required for EWRF complete Must be valid WtW education status code	1 Elementary School 2 Secondary School 3 High School Graduate 4 Voc/Tech School 5 Some College 6 2 Year College Graduate 7 4 Year College Graduate 8 Post Grad Work or Degree 9 No School	1
lmted_engl	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
teen_preg	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
teen_parent	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
poor_wrk_hist	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
homeless	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
dsabl	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
subs_abuse	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
local_char	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1

Field Name	Field Description / Edits	Valid Codes	Length
cust_parent_below	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	2
tanf_lwib_selfbarr	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
former_fostr_yth	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
wtw_eligy_cd	Required – generated by the system but MAY be overwritten. Must be valid WtW eligibility code For A or C, must meet requirements for 70% eligibility For B or D, must meet requirements for 70% eligibility If code X entered, no other codes may be entered	A 70% Provision B 30% Provision C 70% Provision, Amendments D 30% Provision, Amendments X Not eligible Y 70% Provision, Federal Comp. Z 30% Provision, Federal Comp.	4
state_match	Required for EWRF complete Must be 1 or 2	1 Yes 2 No	1
intvwr_id	Optional Must be a valid staff code		5
revw_staff_id	Optional Must be a valid staff code		5
form_cmplt_flg	Leave Blank		1
opr_id	Leave Blank		8
orig_entry_dt	Leave Blank		10
mod_dt	Leave Blank		10
Field Update Indicator	Set to Y if existing record should be updated		1

clnt table

Field Name	Field Description / Edits	Valid Codes		Length
ssn	Required Must be in format 999-99-9999. Must be valid SSN, no pseudo-SSN allowed			11
clnt_last_nam	Required			25
clnt_first_nam	Required			15
prev_last_nam	Optional			25
pev_first_nam	Optional			15
dt_of_birth	Required for EWRF complete. Must be a valid date Must be >= Application Date minus 13 years Must be in format MM/DD/YYYY			10
gendr	Required for EWRF complete. Must be 1 or 2	1 Female 2 Male		1
ethnic	Required. Must be an existing ethnicity code	AA Asian Indian AB Cambodian AC Chinese AD Filipino AE Guamanian AF Hawaiian AG Japanese AH Korean AI Laotian	AJ Samoan AK Vietnamese AL Other Pacific Islander BL Black Not Hispanic HI Hispanic NA Native American/Alaskan Native WH White	3
prev_conv_ssn	Optional Must be in format 999-99-9999			11
opr_id	Leave Blank			8
entry_dt	Leave Blank			10

Welfare-to-Work (WtW) Enrollment Form Data

The WtW Enrollment Form data should be submitted as an ASCII file. The file name will be LWEF_SDA_YYYYMM.xtr. The “SDA” is the acronym of the subgrantee. These codes are contained in Attachment A, Subgrantee Codes. The “YYYYMM” is the year and month being submitted, for example, “199603.”

Records must be vertical bar delimited fields. All records in the file have the wtw_case layout. Attachment A contains a sample file in the proper format.

At the end of the wtw_case record, there should be three blank fields. The load programs will use these fields, excluding the first date participant served. A field update indicator follows these blank fields. This field should be formatted with a “Y” if the record should be updated. If the field is not formatted with a “Y” and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

wtw_case table

Field Name	Field Description / Edits	Valid Codes	Length
wtw_case_num	Must be seven digits and cannot begin with a zero		7
wtw_app_num	Must exist in the wtw_app table		7
assesmt	Must be 1 or 2	1 Yes 2 No	1
assesmt_dt	Required if assesmt = 1 Must be a valid date Must be <= current date and enrollment date Must be in format MM/DD/YYYY		10
enrlmt_dt	Must be a valid date Must be <= current date Must be in format MM/DD/YYYY		10

Field Name	Field Description / Edits	Valid Codes	Length
wtw_enrlmt_cd	Must be 1 or 2 or 3 If 1, cannot have a wtw_term record linked to the wtw_app_num If 2, must have a wtw_term record linked to the wtw_app_num If 3, must have existing WtW enrollment	1 New Enrollment 2 Returning Enrollment 3 Concurrent/Transfer	1
pgm_type	1. Must be a valid Program Type Code 2. If 1, 3, or 5, then wtw_app.wtw_eligy_cd must contain A or C or Y 3. If 2, 4, or 6, then wtw_app.wtw_eligy_cd must contain B or D or Z 4. If 7, then wtw_app.state_mtch must = 1	1 70% Formula Program 2 30% Formula Program 3 70% State Competitive Grant 4 30% State Competitive Grant 5 70% Federal Competitive Grant 6 30% Federal Competitive Grant 7 State Match	1
wtw_grnt_cd	Must be a valid WtW Grant Code Grant Code must be linked to above Program Type on pgm_grnt_link table Enrollment date must fall within grnt_cntrlbgn_dt and grnt_cntrl.end_dt		3
yoa	Optional. Must be four digits Must be <= current YOA		3
agcy_cd	Optional. Must be a valid agency code		3
enrl_staff_id	Must be a valid Staff Code		5
frst_dt_partic_srv	Must be a valid date Must be <= current date >= enrollment date Must be in format MM/DD/YYYY		10
opr_id	Leave Blank		8
orig_entry_dt	Leave Blank		10
mod_dt	Leave Blank		10

Field Name	Field Description / Edits	Valid Codes	Length
Field Update Indicator	Set to Y if existing record should be updated		1

Welfare-to-Work (WtW) Monthly Activity Form Data

The WtW Monthly Activity Form data should be submitted as an ASCII file. The file name will be LMAF_SDA_YYYYMM.xtr. The “SDA” is the acronym of the subgrantee; “YYYYMM” is the year and month being submitted, for example, “199603.”

Records must be vertical bar delimited fields. A WtW Monthly Activity logical record consists of all records for the wtw_case_num with the wtw_actvy layout followed by a blank line, followed by all records with first_dt_partic_srv. Attachment A contains a sample file in the proper format.

At the end of the wtw_actvy there should be three blank fields. The load programs will use these fields. A field update indicator follows these blank fields. This field should be formatted with a “Y” if the record should be updated. If the field is not formatted with a “Y” and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

wtw_actvy table

Field Name	Field Description / Edits	Valid Codes	Length
wtw_case_num	Must exist in the wtw_case table		7
reptg_prd	Required Must be a valid date Must be <= current date and >= enrollment date Must be in format YYYYMM		5
agcy_cd	Required. Must be a valid agency code		3

Field Name	Field Description / Edits	Valid Codes	Length
wtw_actvy_cd	Must be a valid WtW Activity code Agency Code/WtW Activity Code combination cannot be used more than once in the same month	01 Community Service 02 Work Experience Program 03 Public Sector Employment Wage Subsidy 04 Private Sector Employment Wage Subsidy 05 On-the-Job Training 06 Job Readiness 07 Job Placement Services 08 Post-Employment Services 09 (No Longer Used) 10 Job Retention Services 11 Supportive Services 12 (No Longer Used) 13 In Depth Assessment, Individualized Service Strategy or Case Management Services 14 Pre-employment Job Trng.	2
est_cmplt_n_dt	Optional Must be a valid date Must be >= wtw_case.enrlmt_dt Must be in format MM/DD/YYYY		10
opt_cd	Optional Must be a valid option code		6
tot_xpend	Must be numeric and >=0	Format is 99999.99	8
opr_id	Leave Blank		8
orig_entry_dt	Leave Blank		10
mod_dt	Leave Blank		10
Field Update Indicator	Set to Y if existing record should be updated		

Welfare-to-Work (WtW) Employment Record Form Data

The WtW Employment Record Form data should be submitted as an ASCII file. The file name will be LWER_SDA_YYYYMM.xtr. The “SDA” is the acronym of the subgrantee; “YYYYMM” is the year and month being submitted, for example, “199603.”

Records must be vertical bar delimited fields. All records in the file have the wtw_emplt_rec layout. Attachment A contains a sample file in the proper format.

At the end of the wtw_emplt_rec, there should be three blank fields. The load programs will use these fields. A field update indicator follows these blank fields. This field should be formatted with a “Y” if the record should be updated. If the field is not formatted with a “Y” and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

wtw_emplt_rec table

Field Name	Field Description / Edits	Valid Codes	Length
wtw_case_num	Must exist in the wtw_case table		7
emplt_rec_num	This field should be left blank unless updating a record. The load program will populate the field with “1” for the first placement or the next placement number for subsequent placements		6
agcy_cd	Optional Must be a valid agency code		3
dt_empld	Must be a valid date Must be <= current date Must be in format MM/DD/YYYY		10
er_num	Must be a valid employer number		6
er_con	Optional		30
er_ph	Optional Must be in format 999-999-9999		12

Field Name	Field Description / Edits	Valid Codes	Length
concur_emplmt	Must be 1 or 2	1 Yes 2 No	1
plcmt_job_cd	Must be a valid DOT or OES code If no training code, use "000000" or "000000000"		9
hr_wk	Must be numeric and ≥ 0 and ≤ 168	Format is 999.9	5
hrly_wg	Required and must be numeric	Format is 999.99	6
hrly_wg_subsdty	Required and must be numeric Must be ≥ 0	Format is 999.99	6
wtw_sector_type	Required Must be a valid sector type	1 Fully Subsidized 2 Partially Subsidized 3 Unsubsidized 4 Unsubsidized at entry	1
fringe_benf	Optional Must be 1 or 2	1 Yes 2 No	1
non_trad_emplmt	Required, must be 1 or 2 If 1, client gender cannot be 2. If non_trade field in dot_tbl or oes_tbl for Placement Job Code = N, then cannot = 1	1 Yes 2 No	1
plcmt_staff_id	Required, must be a valid staff code		5
opr_id	Leave Blank		8
orig_entry_dt	Leave Blank		10
mod_dt	Leave Blank		10
Field Update Indicator	Set to Y if existing record should be updated		1

Welfare-to-Work (WtW) Termination Form Data

The WtW Termination Form data should be submitted as an ASCII file. The file name will be LWTF_SDA_YYYYMM.xtr. The “SDA” is the acronym of the subgrantee; “YYYYMM” is the year and month being submitted, for example, “199603.”

Records must be vertical bar delimited fields. All records in the file have the wtw_term layout. Attachment A contains a sample file in the proper format.

At the end of the wtw_term record, there should be three blank fields. The load programs will use these fields. A field update indicator follows these blank fields. This field should be formatted with a “Y” if the record should be updated. If the field is not formatted with a “Y” and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

wtw_term table

Field Name	Field Description / Edits	Valid Codes		Length
wtw_case_num	Must exist in the wtw_case table			7
agcy_cd	Must be a valid agency code			3
incr_wgs	Must be 1 or 2	1	Yes	1
		2	No	

Field Name	Field Description / Edits	Valid Codes	Length
wtw_term_cd	Must be a valid termination code	01 Unsubsidized Employment 02 Subsidized Employment 03 Another Work Activity 04 In Other Training 10 Health 11 Cannot Locate 12 Death 13 Institutionalized 14 Other 15 Transfer from Grant 800 to 801 16 Transfer Elig from 30% to 70% within Same Grant	2
term_dt	Must be a valid date Must be <= Current date Must be in format MM/DD/YYYY		10
term_staff_id	Must be a valid staff code		5
opr_id	Leave Blank		8
orig_entry_dt	Leave Blank		10
Field Update Indicator	Set to Y if existing record should be updated		

**Sample layouts for the Welfare-to-Work Module
(updated 9/00)**

wtw_app table:

1234567|123-45-6789|07/01/2000|130 ANYSTREET|CITRUS HEIGHTS|CA|95610| |916-555-
1212|P.O. BOX 3330|CITRUS HEIGHTS|CA|95611||916-653-
0202||51|2|11688633AAA5|2.0|1|65153339|1|2|2|6|4|2|12.0|12.0|12|2|2|3|2|2|2|1|2|1|1|2|2|2|2|ABC
D|2|00800|00800|Y|jtpguest|08/28/2000||

clnt table:

999-99-9999|LASTNAME|FIRSTNAME|PREVIOUSLASTNAME|
PREVIOUSFIRSTNAME|02/15/1949|1|AJ|999-99-9999|||Y|

wtw_actvy table:

1234567|20007|A04|03|10/31/2000| |75.0|jtpguest|08/28/2000|08/28/2000|
1234567|20007|A04|05|10/31/2000| |753.0|jtpguest|08/28/2000|08/28/2000|

wtw_case table:

1234567|1234567|2||07/04/2000|1|3|805|199|A04|00800|07/04/2000|jtpguest|08/28/2000||

wtw_emplmt_rec table:

1234567|2|A04|07/10/2000|470|JON BERRY|916-653-
0202|2|911364010|40.0|20.0|0.0|3|1|2|00800|jtpguest|08/28/2000||

wtw_term table:

1234567|A04|1|03|08/25/2000|00800|cdaguest|08/28/2000||